



# Title I-A Schoolwide Application Directions

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## Program Detail Tab

### Schoolwide Plans Tab

1. Enter the date of the last review/revision of the Title I, Part A Schoolwide Plan for each school using this format: mm/dd/yyyy.
2. Click Save

### Transfers from Title III-A Tab

1. Districts may transfer Title III funds to the schoolwide program. However, the intents and purposes of the Title III funds must remain even when moved to Title I-A.
2. The district/consortium must describe how it will develop, implement, and administer instructional programs and activities to ensure that 100% of children who are English Learners will attain English proficiency and meet state language proficiency standards within five years.
3. Click Save Page

## Budget Pages

### Schoolwide Full-Time Equivalents Tab

1. Enter the number of FTEs for all staff members who are paid for out of Title I, Part A Schoolwide funds. These numbers must be close to the actual number.
2. Keep in mind this is the equivalent of an FTE. For example, if you receive \$10,000, it would not be reasonable to pay 2 FTEs, however, it would be reasonable to pay .25 FTE.
3. These FTEs should match the FTEs on your Budget Detail expenditure descriptions.
4. Click Calculate Totals
5. Click Save Page

### Budget Detail Tab

1. Enter detailed budget information on how Schoolwide funds will be spent during the school year.
2. Click Calculate Totals
3. Click Save Page

**Expenditure Description and Itemization** - must include the following:

#### **100 Personal Services—Salaries and 200 Employee Benefits**

1. Position Title(s)
2. Amount of position (FTE) covered

*Example text: Title I A Math Teacher .75 FTE, Title I A Reading interventionist FTE.5, Title I A Paraprofessional .25 FTE*

#### **300 Purchased Professional and Technical Services**

1. Service date range
2. Specific services provided

*Example text: Professional development facilitation provided by vendor x during 2025-26 school year. Specific services include 4 events on literacy strategies and 2 on math intervention strategies.*

#### **400 Purchased Property Services**

1. Service/rental date range
2. Specific services provided

*Example text: Mobile learning lab purchased for 2025-26 academic year. Lab will be used for math interventions and online supports.*

#### **500 Other Purchased Services**

1. List specific services provided with date range of service
2. List details of related expense i.e. travel related expenses, per diem, hotel, mileage
3. For items more than \$500 per unit, list the unit cost and number of units

*Example text: Guest speaker to provide PD during October PIR days. Services provided will include social emotional learning and core academic area supports.*

#### **600 Supplies**

1. List of planned supply purchases
2. Include unit costs and number of items for single items of \$500 or more

*Example text: calculators, pens, pencils, highlighters, notebooks, 3 computers at approximately \$550 apiece*

#### **700 Property and Equipment Acquisition**

1. List property and equipment to be purchased and individual unit costs

*Example text: 3D printers for 2 title 1 classrooms, \$7,500 each, quantity 2*

#### **800 Other Expenditures**

1. List expenditure to be purchased
2. Include Unit cost and number of units (if applicable)

*Example text: Homeless side for vital document fees (birth certificates) \$100*

**Set Asides** - Enter set asides that are listed on Targeting Step 4 under the Consolidated Application on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)

**Indirect Costs** - If the district has, and chooses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.

#### **Property and Equipment Tab**

1. Should a district purchase any singular item with a cost of \$5,000 or more, this page must be completed.
2. Enter a description of the item, how many are being purchased, and the unit cost.
3. The page will automatically calculate the total costs.
4. If needed, further clarification can be given in the textbox at the bottom of the page.
5. Click Save Page

#### **Budget Summary Tab**

This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.

## Page Lock Control Tab

1. The page lock control tab can be used to unlock any page within the Title I-Basic portion of the grant application.
2. After clicking on the tab, check the radio button titled Expand All to see the list of options.
3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to open the page.